

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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Human Resources General Support Services & EEO Services

Standard Industrial Group 738 X

Service Codes R499 & R799

Contract number: GS-02F-0110Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period: Mar 29, 2012 to Mar 28, 2022

HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES

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<http://www.hacu.net>

Contractor's internet address/web site where schedule information can be found: <http://www.hacu.net>

Business size: Other than small

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).  
SIN 595-21 HUMAN RESOURCE SERVICES

SERVICE	GSA PRICE
HACU Intern Placement Spring 2017, 15 weeks	\$13,921.42
HACU Intern Placement Summer 2017, 10 weeks	\$10,944.48
HACU Intern Placement Fall 2017, 15 weeks	\$14,036.68

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

HACU Intern Placement Summer 2017, 10 weeks	\$10,944.48
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## 1c. Services Provided

### Student Recruitment

Member institutions represent a critical resource for HACU in accomplishing its mission, particularly as it relates to workforce development. With regard to recruiting minority students to participate in the HACU National Internship Program, HACU member institutions form its recruiting base and are also its natural partners. In order to achieve optimal results in candidate applications, HACU staff will implement diverse recruitment strategies with a proven track record of success.

By implementing a year-round recruitment strategy, HACU feels confident that it will be able to provide its federal partner a high-quality, results-oriented workforce that is representative of America's diversity.

Recruitment activities will include:

- Site-visits to more than 200 colleges and universities (HACU members and other MSIs)
- Online Job Board postings at over 1,500 colleges and universities
- Participation at national student and professional association conferences and career fairs.
- Videoconferencing.
- Mass mailings to HACU member institutions.
- E-mail blasts to thousands of contacts in HACU's database.
- Web 2.0 recruiting
- HACU Ambassadors program

Campus Visits: Conducted by the Washington DC HNIP staff with the collaboration of HACU's Sacramento and San Antonio offices.

Online Job Boards postings: Posted across colleges and universities, career service websites and online resources.

Mass mailings: HNIP program completes a targeted direct mail campaign with recruitment materials to college presidents, career counselors, other campus contacts, former applicants, alumni and liaisons. A recruitment packet sent to the schools consists of the following: a cover letter, a HACU Student Programs brochure, and a poster.

Web 2.0: HNIP has a fan page on Facebook with over 1,800 fans and also utilizes Twitter to disseminate information on program deadlines.

HACU Alumni Ambassadors Program: HACU Alumni Ambassadors are college students who after completing their internship with a federal government agency through HACU, volunteer to serve as a point of contact for potential applicants at their home institutions. HACU Alumni Ambassadors serve as guest speakers on career/internship panels, fairs, and student organization mixers on behalf of HACU; speak in classrooms across campus; post flyers in campuses with HACU student program materials; mentor potential applicants one-on-one (often at the applicant's request to HACU); meet with staff and faculty on their campus to expand HACU's outreach; attend campus meetings, especially of ethnic-based student organizations; and often accompany HACU staff recruiters on presentations at their own or other local campuses in order to provide a "student's perspective" during the presentation.

The HNIP application is available online via the HACU Web site ([www.hacu.net](http://www.hacu.net)), allowing students to complete all portions of their application online as well as providing 24 hours a day access to check the status of their application in real time. In addition, information is promptly provided to individuals and organizations that inquire about the program via phone or e-mail.

### Targeted Recruitment for Student with Disabilities

HACU has reached out and will continue to do so, to the following organizations during the recruitment season:

*The National Clearinghouse on Disability and Exchange (NCDE):* provides free information and referral services related to the participation of people with disabilities in international exchange programs. The NCDE is sponsored by the Bureau of Educational and Cultural Affairs of the U.S. Department of State, and is managed by Mobility International USA.

*Disabilities, Opportunities, Internetworking & Technology (DO-IT) at the University of Washington:* hosts programs as well as creates and distributes resources for pre-college and college students with disabilities and for advocates, educators and administrators. DO-IT serves to increase the successful participation of individuals with disabilities in challenging academic programs and careers such as those in science, engineering, mathematics and technology.

HACU will also recruit applicants utilizing online resources such as discussion boards and groups (e.g. for blind youth in science: <http://www.blindscience.org/ncbys/Default.asp>).

On campus visits will also include stops at disability service centers and disabled student unions.

### **Program Application and Eligibility Requirements**

The HACU National Internship Program is open to all individuals, regardless of age, race, ethnicity, gender, or physical disabilities. In considering applications and student eligibility, HACU will receive, sort, and process all applications. HACU will review applications for completeness and eligibility. If an applicant meets the eligibility requirements, the applicant's information is ready to be matched with a corresponding request.

A complete application consists of the following: a completed HNIP online application, a 500 word essay explaining why the student wishes to participate in the internship program and what assets the student would bring to the agency, a current resume, an official transcript and a certification of enrollment from their institution.

To be eligible, an individual must have a minimum 3.0 Grade Point Average (GPA), be enrolled in a degree program as an undergraduate or graduate student, or recent graduate, have completed at least the freshman year of college before the internship begins and be considered a sophomore by their home institution, be a U.S. citizen or permanent resident or have other documentation of their eligibility to work in the United States. Recent graduates must complete their internship within a year of graduation.

For the academic credit component, HACU works with students and their academic advisors or deans to ensure that appropriate documentation and procedures are in place to allow the home institution to award credit. While credit is generally easier to arrange for semester interns, HACU staff works with individual students applying for credit for the summer session as well. To facilitate the ability of students to receive academic credit, HNIP has developed a template that all participating students are encouraged to discuss with their academic advisors. This template serves as a mechanism to ensure that students have the opportunity to earn some academic credit for their internship experience.

### **Program Selection, Notification and Placement**

For each internship session, students apply to the internship program using the Online Internship Application. HACU identifies applicants who meet the program's eligibility criteria and who will be made available to department personnel for review and selection. Applications are organized by broad academic categories such as law, liberal arts, engineering, computer science, health and other fields to better facilitate selection.

Each federal agency identifies a liaison for the program. This liaison notifies prospective work coordinators within the agency about the relevant dates and deadlines for the spring, summer and fall sessions. Liaisons and work coordinators will gain access to post their intern requests online using the HACU Online Intern request. Through the online system, federal representatives are able to state desired qualifications of the intern and responsibilities of the assignment.

For each request, HACU will provide a minimum of three applications to the work coordinator. The HACU staff matches academic backgrounds to internship descriptions provided by the host organizations. Representatives from the host organizations and HACU staff work to ensure that applicants' skills and goals are considered in placement. Work coordinators are encouraged to interview applicants before making the final student selection. If at any time the work coordinator is not satisfied with any of the applications, HACU will provide the work coordinator a minimum of three additional applicants that meet internship descriptions.

After reviewing and interviewing the applicants, agency/bureau liaisons select the applicants they are interested in directly from their online user account. Once an agency makes a selection, HNIP staff is informed of the selection and an e-mail also goes out to the applicant informing him or her that he or she has been selected. In this e-mail, the applicant also receives information on who made the selection and the location of the internship, and is requested to contact the HACU office to receive more detailed information about the internship, including a job description, the name, phone number and e-mail address of the work coordinator. Communication between selected applicant and HACU staff normally takes place within 24 hours of selection. It is during this conversation that HACU staff present the formal offer of the internship/fellowship.

Once the position is formally offered, the applicant has 48 hours to notify HNIP if he or she will be accepting the internship/fellowship position. During this time, the applicant is encouraged to contact his/her prospective work coordinator to ensure that he/she has all the information to allow him/her to make the most informed decision about the internship placement. If an applicant accepts an offer, he/she will be directed to his/her online user account to confirm commitment to the internship in writing by signing the Online Internship Agreement.

In addition, HACU staff will post a copy of the Intern Handbook for each program participant and also a copy of the Liaison/Supervisor Handbook to each liaison/work coordinator. These documents provide important information for those program participants, both for students and host agencies, for emergency, conflict resolution and other programmatic procedures.

At any given time, participants and agency/bureau liaisons can view the status of any internship application and positions using their online user account. This system is available 24 hours a day.

### **Stipends and Travel**

HACU maintains intern records, process all federal and state tax forms, deduct all appropriate taxes, and provide emergency/accidental insurance coverage. HACU will process payroll and pay interns on a bi-weekly basis through a personal direct deposit account that HACU sets up for each intern. Interns are paid based on their academic standing at the time of application. As HACU “employees,” interns do not count against federal agency Full-Time Employees (FTEs).

In accordance with the agreement between HACU and participating federal agencies, interns are employees of HACU and are paid by HACU. On a bi-weekly basis, work coordinators are required to review and approve online timesheets for individual interns under their supervision. As temporary employees, interns have no prearranged sick leave.

Travel: HACU arranges round-trip airfare for the interns between their home cities and Washington, D.C. In the case of field interns, travel arrangements include transportation first to Washington, D.C., for orientation, then to the field location and, after the internship is complete, back to the interns’ home cities. Flight information is available at each personal online HNIP account. Upon arrival in Washington, D.C., program participants are met by HACU staff and transported by bus or shuttle to their housing locations or, in the case of field interns, to the hotel where they will be staying while in Washington, D.C., for the mandatory orientation. Air transportation and airport transfer expenses are paid by HACU.

Housing: HACU identifies furnished, affordable and convenient housing for the intern that is accessible to public transportation and to the intern’s work site. Once a housing location has been identified, this information is made available at the personal online HNIP account, which includes housing information, public transportation, personal items that HNIP participants should consider bringing for their internship, and neighborhood amenities such as grocery stores. Interns typically share two or three-bedroom furnished apartments. Also, in order to avoid individuals worrying about security deposits and monthly rent payments, HACU pays rental costs up front. Housing expenses are deducted from interns’ biweekly paychecks.

### **Orientation and Communication:**

HACU conducts two-day orientation activities in Washington, D.C., the weekend before interns report to their assignments. Participants with HACU-arranged travel and housing are picked up and transported to the orientation location. Topics discussed during the orientation weekend include, but are not limited to, the following: professionalism, safety in the city, public transportation systems, administrative program requirements, and internship expectations.

On the first day, interns complete paperwork, including tax and other employment documents, and are given an overview of the internship session. During the day, HACU staff members meet separately with Washington, D.C., and field interns to discuss housing and how to become accustomed to and involved in their new “communities.” During lunch, interns meet with their respective federal agency liaisons. There is always a safety briefing and “Metro” orientation, which typically is conducted by Washington Metro Area Transit Authority officials. We also incorporate an HACU alumni panel where former HNIP participants speak about their experiences and how they were able to leverage their HACU internship for future professional opportunities.

The second day is a professional development/networking day. For example, HACU has coordinated for interns to attend the swearing in of the President on the Mall, arranged for special tours of cultural interest, organized networking opportunities with program alumni through large picnics or field trips, among other activities.

Enrichment Activities: HNIP participants, especially those assigned to internships in the Washington, D.C. area, are offered opportunities to participate in activities that are designed to foster their personal and professional development. Three Intern Monthly Meetings during the fifteen-week sessions and two Intern Monthly Meetings during the summer session are scheduled. These meetings are held after work hours. In the past, some of the speakers have included Members of Congress, congressional staffers, career counselors and individuals from national organizations. Skill

development workshops have focused on topics ranging from graduate school opportunities and job interview techniques, to the process of seeking federal employment.

In addition, a minimum of three special tours to landmarks in Washington, D.C., are scheduled during the fifteen-week sessions, and at least two are scheduled during the summer session.

HNIP staff also forwards via e-mail any information on cultural events, receptions or festivals of interest. Social and networking opportunities, especially in conjunction with the interns of other student organizations, are also provided. A farewell reception concludes the intern's participation. Past receptions have been held at the U.S. Capitol, the Library of Congress, the Smithsonian Institution and the U.S. Department of Agriculture. Special farewell reception speakers have included Members of Congress, Ambassadors and high-ranking political appointees.

#### **Intern Monitoring and Communication**

HACU holds three Intern Monthly meetings during the fifteen-week sessions and two Intern Monthly Meetings during the summer session. These meetings are meant to serve as a check-in process for students. Interns have the opportunity to share information and their experiences with other students, and ask HACU any questions they may have. There is also frequent communication between HACU staff and interns by phone and e-mail, especially to inform them of upcoming events or tours that HACU has arranged.

HACU also encourages all participants to inform HACU staff immediately if, in their position, they are not receiving substantive work. In such instances, HACU will encourage the intern to schedule a conversation with a work coordinator. If the situation continues, HACU will have conversations with the work coordinator to ensure that the student be given substantive work.

Intern Performance Evaluation: HACU works with each liaison to ensure that the program and performance of interns are effective. For every session, HNIP provides a mid-term performance evaluation for each work coordinator to complete and return to HACU approximately halfway into the session. There is also a final performance evaluation form, which interns will provide to their work coordinators during the last week of the program to complete and return to HACU. Work coordinators are encouraged to use this opportunity to personally discuss performance evaluations with students.

Intern Tracking: In 2009, HACU created the position of alumni relations coordinator to support and strengthen HACU alumni tracking. The alumni relations coordinator is responsible for tracking past program participants (alumni) and updating the alumni database. Efforts are currently underway to update a database of the more than 9,000 alumni in light of the upcoming 20th anniversary of the program in 2012. The database includes information regarding employment, location of position, post-graduate education, etc. We currently have over 1,000 active alumni.

The HACU Alumni Association (HAA) continues to support HNIP program activities by volunteering at orientations and farewells, serving as panelists, mentoring interns and organizing community activities in collaboration with interns.

Program Evaluation: Both interns and work coordinators are also asked to provide feedback and evaluate the HACU National Internship Program. Every session HNIP provides a mid-term program evaluation to each intern to complete and return to HACU approximately halfway into the session. There is also a final program evaluation. HACU will distribute to work coordinators and interns a program evaluation during the final weeks of the program to collect comments, suggestions and reactions to the program. This evaluation serves to measure HACU's ability to accomplish its stated goals, maintain effective communication, and provide a quality program.

Departmental liaisons are provided with comprehensive reports at the end of each session. These reports present the accomplishments of the program and detailed statistical information about the internship class, including demographic information, academic standing, average GPAs, ethnic breakdown and other information.

In addition, this report lists the students that the agency hosted for the internship session, the home institution, work coordinator's name and the location where the student completed the assignment, the results of the intern performance evaluations and the program evaluations. For the report, HACU compiles and tabulates the evaluations and submits a final report on the program. The report also includes a program calendar and a list of intern activities. Lastly, HACU undergoes a certified independent audit each year, the results of which are available upon request.

#### **Additional Requirements**

Security: HACU works with several agencies that require interns to pass a security clearance in order to participate in their internship. We are aware of these internship opportunities in advance and are able to plan accordingly. For example, at the time of offering the internship that will require that a student successfully pass a security background

check, HACU explains to the intern that the offer is conditional upon their successfully passing a background check. If the intern accepts this conditional offer, the liaison is notified of the acceptance. However, the candidate's status remains as "Selected" until we receive notification from the agency that he/she has passed the clearance process. Candidates are required to submit the required form (SF-86) for a background check not later than three weeks before reporting to the workplace.

Upon accepting a conditional internship offer from one of the agencies requiring a security clearance, HACU will stress to the student the importance of completing and returning all required paperwork in a timely manner to the agency to help ensure they will be cleared before the deadline. Further, HNIP will let the student know that neither HNIP nor the agency has any influence over the security clearance process.

We also inform the student that HACU will not make travel or housing arrangements until we receive notification from the agency that he or she has cleared the security background check unless a temporary exception is granted by the agency. The agency may allow the intern to begin work or to allow limited access to a system after having examined partial investigatory data with some items incomplete.

2. Maximum order. \$1 million

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). 48 contiguous states; District of Columbia

5. Point(s) of production (city, county, and State or foreign country). Not applicable.

6. Discount from list prices or statement of net price. Net prices are set forth above.

7. Quantity discounts. None.

8. Prompt payment terms. One percent 15 day PP discount.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). Not applicable.

11a. Time of delivery. (Contractor insert number of days.) As negotiated with ordering activity.

11b. Expedited Delivery. Contact the Contractor.

11c. Overnight and 2-day delivery. Contact the Contractor.

11d. Urgent Requirements. Contact the Contractor.

12. F.O.B. point(s). Destination

13a. Ordering address.

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SAN ANTONIO, TX 78229-3298

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.

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SAN ANTONIO, TX 78229-3298

15. Warranty provision. None

16. Export packing charges, if applicable. Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None.

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable.

19. Terms and conditions of installation (if applicable). Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable.

20a. Terms and conditions for any other services (if applicable). Not applicable.

21. List of service and distribution points (if applicable). Not applicable.

22. List of participating dealers (if applicable). Not applicable.

23. Preventive maintenance (if applicable). Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Number System (DUNS) number. 603449000

26. Contractor is registered in the Central Contractor Registration (CCR) database.